



Dear Prospective Volunteer,

Thank you for your interest in the Tempe Police Department's Volunteers in Policing (VIP) program! Our VIPs contribute a vast diversity of knowledge, skills and life experience to every area of the Tempe Police Department. Joining our ranks from all walks of life are students, interns, retirees, stay-at-home parents and working professionals.

The Tempe Police VIPs are enabled to give back to our community in very special ways including, but not limited to, the pipe and drum band, assisting with K9 training and mounted patrol, providing computer and data entry skills, and helping patrol officers with park patrols, traffic control and disabled parking enforcement. The time donated by our VIPs allows police officers to devote their time to law enforcement and public safety emergencies – the work they are trained to do. As a result, our volunteers are highly valued and essential members of the Tempe Police Department.

Due to the sensitive nature of information and facilities that our volunteers are exposed to, all applicants are required to successfully complete the following:

- VIP application
- Screening interview
- Background questionnaire and interview
- Polygraph examination

In addition, applicants are evaluated for honesty, qualifications, ability to follow directions, thoroughness and availability of volunteer opportunities.

The Tempe Police Department appreciates your consideration in selecting our organization as your place to volunteer. Please return your completed application one of two ways:

In Person (Mon-Fri 8:30a-4:30p):

Volunteers in Policing Office
Hardy Substation
8201 S. Hardy Drive
Tempe, AZ 85284

By Mail:

Tempe Police Department
Volunteers in Policing
120 E. 5th Street
Tempe, AZ 85281

Yours in Service,

Megan Hanks
Volunteer Coordinator
Tempe Police Department



Tempe Police Department Volunteers in Policing (VIP) Application

VOLUNTEER APPLICANT INFORMATION

Full Name: _____ Date of Birth: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home phone: _____ Driver's license number & state: _____

Cell phone: _____ Email: _____

VIP Position(s) Applying for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked or volunteered for the City of Tempe? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ Do you speak any other language(s) fluently? _____

List any special skills, training or interests you have that may be useful to the Tempe Police Department: _____

EDUCATION

High School: _____ City & State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma or GED? _____

College: _____ City & State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ City & State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

AVAILABILITY

Days Available: SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ Time(s) available: _____



REFERENCES

Please list two character references (other than family) who have known you well for at least five years.

Full Name: _____ Relationship: _____
 Email: _____ Phone: _____
 Mailing Address: _____ City, State & Zip: _____

Full Name: _____ Relationship: _____
 Email: _____ Phone: _____
 Mailing Address: _____ City, State & Zip: _____

PREVIOUS EMPLOYMENT & VOLUNTEER EXPERIENCE

Please list employment and volunteer experience over the past five years.

Company: _____ Phone: _____
 Address: _____ City, State & Zip: _____

Start: _____ End: _____ Job Title: _____ Supervisor: _____

Responsibilities: _____ Check one: CAREER ☐ VOLUNTEER ☐

Reason for Leaving: _____ May we contact this supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
 Address: _____ City, State & Zip: _____

Start: _____ End: _____ Job Title: _____ Supervisor: _____

Responsibilities: _____ Check one: CAREER ☐ VOLUNTEER ☐

Reason for Leaving: _____ May we contact this supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
 Address: _____ City, State & Zip: _____

Start: _____ End: _____ Job Title: _____ Supervisor: _____

Responsibilities: _____ Check one: CAREER ☐ VOLUNTEER ☐

Reason for Leaving: _____ May we contact this supervisor for a reference? YES ☐ NO ☐

**MILITARY SERVICE**

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

INTEREST IN VOLUNTEERS IN POLICING (VIP)How did you hear about the
TPD VIP Program? _____Why are you interested in
becoming a VIP? _____**DISCLAIMER & SIGNATURE**

As a candidate for a volunteer position with the Tempe Police Department, I am willing to furnish any and all information necessary for determining my qualifications. In this regard, I authorize release of any and all information that you may have concerning me, including information of a confidential or privileged nature, as is necessary to evaluate my qualifications for the volunteer position. I hereby release you, your organization and others from liability or damage which may result from furnishing the information requested.

I understand that for security reasons, a thorough and invasive background investigation (including polygraph) will be conducted and I will be fingerprinted. I understand that this information will be used for the specific purpose of evaluating my qualifications for a volunteer position. I understand that falsifying statements on this application or during the interview process is cause for my immediate dismissal from the application process and/or the volunteer program.

I understand that the information I provide in this application will be verified during the polygraph examination.

Signature: _____ Date: _____



**City of Tempe Police Department
Automatic and Discretionary Disqualifier Questionnaire**

**NOTE: FAILURE TO ANSWER ALL OF THE FOLLOWING QUESTIONS IN DETAIL
MAY DISQUALIFY YOUR APPLICATION**

AUTOMATIC DISQUALIFIERS

The City of Tempe Police Department will automatically disqualify any individual who can answer "Yes" to any of the following questions. ***Please read and answer the following automatic disqualifiers:***

- | | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of a felony or any offense that would be a felony if committed in Arizona? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever sold, produced, cultivated, or transported marijuana, narcotics or dangerous drugs? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you lied during any stage of the hiring process? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you falsified your questionnaire or application? |

If you answered "YES" to any of these questions please withdraw your application from consideration.

DISCRETIONARY DISQUALIFIERS

The following disqualifiers may, upon review by the Tempe Police Department, make you ineligible to become a volunteer of the City of Tempe Police Department. ***Please read and answer the following discretionary disqualifiers:***

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever abused prescription medication and/or FDA approved over-the-counter preparations? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever used any hallucinogenic drug including hallucinogenic mushrooms (except during religious ceremonies)? Hallucinogenic drugs also include LSD. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever used any type of illegal drugs or narcotics after the age of 18 years?
<i>Examples of a illegal drug or narcotic drug would be, but is not limited to: cocaine, crack, marijuana etc.; Methamphetamine (Crystal Meth or speed of any kind); Anabolic Steroids (after 1994), except prescription only or FDA approved over-the-counter preparations.</i> |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever used any type of illegal drugs or narcotics before the age of 18 years? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you engaged in unlawful sexual misconduct? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever had excessive traffic violations? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been involved in the commission of a felony? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you received a discharge from the United States armed forces that was other than an honorable? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you demonstrated an unwillingness to honor fiscal contracts or just debts? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you engaged in any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the profession? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Had your Arizona Driver's license suspended as a result of excessive traffic violations or any other act that would automatically suspend your driver's license or received a suspended driver's license from another state as a result of similar circumstances? |

If one or more of these disqualifiers pertains to you, be prepared to fully disclose the facts, circumstances, or details as part of a thorough background investigation and polygraph phase of the selection process.

I certify that I have read and understand the Automatic and Discretionary Disqualifiers associated with the City of Tempe's Police Department positions.

Applicant's signature

Date